



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1070.1
Effective Date: May 13, 1999
Expiration Date: March 18, 2009**

Responsible Office: Office of External Affairs

SUBJECT: Historical and Artifacts Program (Revalidated March 18, 2004)

1. POLICY

a. It is the policy of this Center to promote understanding of our past, with a view toward a clearer perception of our present position in the aerospace community and possible future directions, by collecting, identifying, retaining, and disseminating the critical body of our knowledge and accomplishments.

b. Scope. Coverage of the Langley Historical and Artifacts Program includes:

(1) All information gathered and compiled for historical retention by the Center. Such information is for use in preparation of histories, monographs, compilations of photographs, and similar documents, as well as museum exhibitions, educational displays, documentary films, and other electronic media.

(2) Correspondence, logs, personal papers, and related documents (in either print or electronic media) to help retain and use information generated in the Center's past for the future.

(3) Hardware, including exhibits, wind-tunnel models, flight items of special interest, unique or historical, to ensure overall coordination of both historically significant documentation and artifacts. (See NPR 4310.1 for details of the NASA Artifacts Program.)

(4) Oversight of the planning and coordination of the National Historic Preservation Program--encompassing national historic landmarks, historic districts, and archeological archive resources predating development of the Center's physical plant--as it applies to LaRC. (See National Register Bulletin, "Guidelines for Evaluating and Documenting Historic Aviation Properties," 1998; Advisory Council on Historic Preservation, "Balancing Historic Preservation Needs with the Operation of Highly Technical or Scientific Facilities," 1991; and National Park Service, "History and Prehistory in the National Park System and the National Historic Landmarks Program," 1987. In addition, the National Park Service Historic American Engineering Record and Historic American Buildings Survey programs should be consulted.)

Note: NASA HHR-64 provides an overview of the LaRC Historical and Artifacts Program. This document is useful for those interested in or considering researching and writing on a topic of Langley history.

2. APPLICABILITY

This policy directive is applicable to Langley Research Center civil servants.

Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

3. AUTHORITY

- a. NPD 1440.6, "NASA Records Management."

4. REFERENCE

- a. NPR 4310.1, "Identification and Disposition of NASA Artifacts."
- b. NASA HHR-64, "Research in NASA History: A Guide to the NASA History Program."

5. RESPONSIBILITIES (Responsibility/Function)

- a. Historical and Artifacts Program Manager

(1) The Head, Office of External Affairs, is the Historical and Artifacts Program Manager for the Center. The Historical and Artifacts Program Manager can be reached at extension 46124, Mail Stop 115. The Historical and Artifacts Repository is located in Facility 1194, Room 200.

(2) Provides a point of contact for gathering historical documentation and artifacts.

(3) Provides a means for systematic identification, a location for archival retention dissemination. Coordinates with the Center's records management

(4) Provides a point of contact with NASA Headquarters, and Field Center History Offices, for idea interchange and NASA-wide coordination; and with the Smithsonian Institution (National Aeronautics and Space Collections for artifacts) and National Park Service.

(5) Provides a point of contact for professional historians, writers, film/video producers, and others documenting the Center's contributions to aerospace history.

(6) Assists, as required, other Center related responsibilities, such as the Capital Investment Planning Office (CIPO), the Office of Education, and the NASA Langley Technical Library.

(7) Provides a formal point of contact to coordinate, as required, the disposition of important documentation during the phaseout of project offices or similar activities.

(8) Arranges for distinguished research associates, consultants, reemployed annuitants, and others to assist in gathering and cataloging historical data.

(9) Reads and comments (or arranges for appropriate reviewers) on historically oriented manuscripts.

(10) Serves as point of contact for federal commissions responsible for commemoration of historic aviation and space anniversaries.

b. Facilities Master Planner, CIPO

Serves as point of contact responsible for the oversight of the planning and coordination of the National Historic Preservation Program (see paragraph 1.b(4) for specifics of this Program).

c. Line Managers

(1) Recognize that certain documentation or hardware within their area of concern may be of historical significance to the Center.

(2) Alert the Historical and Artifacts Program Manager for coordination and disposition instructions.

d. Project Managers

Managers of project offices are to be especially sensitive to the provisions of this directive during the phase-down of the project, or at other critical project milestones, for history or artifact implication.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 1070.1, dated May 13, 1999.

REVALIDATED March 18, 2004.

Original signed by Jeremiah F. Creedon.

Roy D. Bridges, Jr.
Director